

4.6 Pending Personnel Actions (Established 1987).

This file allows an agency to:

- Check on whether the Personnel Cabinet has a record of your P-1 having been received (the P-1 must be delivered to Room 531 to be recorded in the system as received), and
- Check the actual date of receipt--that is, how long it's been here (if the P-1 is taken to an office other than Room 531 initially, then the date of receipt will be recorded as some later date and you won't know for sure how long the P-1 has been here).
- Determine whether your P-1 has passed edit for administrative errors. If it has not, the screen will show it as being in our error file. If it has passed edit, then you can
- Verify that the P-1 is in the pending file awaiting return from the routing process.

You would, of course, know that a P-1 has been approved by the fact that it no longer shows on the pending file. And you can confirm that by checking that individual's electronic P-1 file, since it's updated there at the same time it passes from the pending file. (Or, the P-1 has been returned to you without approval.) And you can "call up" the actual P-1 for viewing if you wish to know the particular changes you were making on that P-1. Instructions for doing so are on the screen.

You can access the pending file for your agency through the menu for personnel management information. This screen allows users to view all the various screens without the partial logoff step previously required when going from one system to another. The screen represents a kind of "summary" of all the systems that are available.

PE5B

COMMONWEALTH OF KENTUCKY
PERSONNEL CABINET

PEPlSB1

08/10/95

08:27:02

PENDING PERSONNEL - POSITION ACTIONS

Cab Dept Div Br

Dual & Social Security #:

Position #:

To See all Pending P-1s for the Dept., Leave Position and SSN Blank
OR

To See a Specific Position-Only Action, Enter Position Number

To See an Employee-Only or Employee-and-Position Action, Enter SSN

Press Enter to Proceed

Press Clear to End

Press Pf10 to Return to Menu

TP4Y

PENDING PERSONNEL - POSITION ACTIONS
ORG. NO. XX

PEPlSB2

Employee #/ Position #	Pending Date	Nature of Action Codes	Effective Date	P-1 Type	C S e a	N C P P l t R M o r S C a a e e m o u - c s f g r p c p R
A XX-XX-XX-XXX	03/07/97	C51	03/16/97	POSITION	_ A _ _ _ _ _	_ _ _ _ _
B 0 XXX-XX-XXXX 0	03/10/97	A11	04/01/97	EMPLOYEE	_ _ _ _ R _ _	_ _ _ _ _
C 0 XXX-XX-XXXX 0	03/18/97	M33	03/18/97	EMPLOYEE	_ _ _ _ _ _ _	_ _ _ _ _
D 0 XXX-XX-XXXX 0	03/17/97	A11	02/06/97	EMPLOYEE	_ _ _ _ _ _ R	_ _ _ _ _
E 0 XXX-XX-XXXX 0	03/18/97	E21	04/01/97	EMPLOYEE	_ 2 _ 3 _ _ 1	_ _ _ _ _
F 0 XXX-XX-XXXX 0	03/13/97	Y24	03/15/97	EMPLOYEE	_ R _ _ R _ _	_ _ A _ _
G 0 XXX-XX-XXXX 0	03/13/97	E72 E71 A12	03/16/97	EMP & POS	_ R _ _ R _ _	_ _ _ _ _
H 0 XXX-XX-XXXX 0	03/11/97	E71 A11	03/16/97	EMP & POS	_ A R _ _ _ _	_ _ _ _ _
I 0 XXX-XX-XXXX 0	03/18/97	M33	03/16/97	EMPLOYEE	_ _ _ _ _ _ _	_ _ _ _ _
J 0 XXX-XX-XXXX 0	03/18/97	Y02 E72	02/28/97	EMP & POS	_ _ _ _ _ _ 1	_ _ _ _ _

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Pending Date Indicates P-1 has Passed Edit & is being Reviewed as of that Date
"Error" Indicates P-1 Still has not Passed Edit

Please Type Letter of P-1 You Would Like to View

Clear=End Enter=View P-1 Pf5=Dept/POS/Ssn Pf7=Backward Pf8=Forward Pf10=Menu